

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

National Procedure Checklist No. 1858

Field Office Distribution All directives are sent to BBS for State Offices and KCAO to access for local printing and distributing. To inquire about the transmission of directives, call the Directives Section at 202-690-0594.

National Office Distribution Notices are available on Internet. Handbooks are printed and distributed to the National Office.

Directives on Internet Notices are available on Internet at www.fsa.usda.gov/dam/forms/notices.asp.

Temporary Directives Temporary directives issued since the last weekly checklist are listed in this table.

Short Reference and Effective Date	Title	For
CMA-65 8-22-01	Limitation Change for Crop Year 2001 on Marketing Assistance Loan Gains and Loan Deficiency Payments (LDP)	State and County Offices, CMA's, and LSA's
CN-926 8-22-01	Scheduling 2001 National Cotton Training	Cotton State and County Offices
CN-927 8-21-01	2001 Crop Marketing Assistance Loan Gains and Loan Deficiency Payment (LDP) Limitation	State and County Offices
FLP-219 8-17-01	Screening Processing for FLP Treasury Offset (TOP) for Calendar Year 2001	State and County Offices
IRM-323 8-22-01	Prohibiting the Use of Non-Common Computing Environment (CCE) Equipment	State and County Offices
LD-515 8-15-01	Final Date to Stop All WAMLAP-I and WAMLAP-II Program Activity	State and County Offices
LD-516 8-17-01	Year 2 Lamb Meat Adjustment Assistance Program (LMAAP) Processing and Software Adjustments	State and County Offices

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**Temporary
Directives
(Continued)**

Short Reference and Effective Date	Title	For
LP-1813 8-14-01	Alabama 2001 GRAZE-OUT County Average Yield for Barley	AL State and County Offices
LP-1814 8-20-01	2001 and 2001 Crop Wheat Karnal Bunt Compensation for Producers, Handlers, and Seed Companies	State and County Offices
LP-1815 8-22-01	2001 Crop Marketing Assistance Loan Gains and Loan Deficiency Payment (LDP) Limitation	State and County Offices
PF-165 8-17-01	Supplemental 2000 Oilseeds Program (OP) Payments	State and County Offices
PL-105 8-14-01	Revised Payment Limitation for 2001 LDP and Marketing Loan Gains	State and County Offices
PN-648 8-21-01	2000 Peanut Marketing Assistance Program Supplemental Payment (PMAP-III)	Peanut State and County Offices

**Permanent
Directives**

Permanent directives issued since the last weekly checklist are listed in this table.

Short Reference and Effective Date	Title	For
10-LD Amend. 5 8-14-01	Lamb Meat Adjustment Assistance Program	State and County Offices

**Procedure
Notices**

None

**Obsolete
Directives**

Directives made obsolete since the last weekly checklist are listed in this table.

Short Reference	Date of Obsolescence	Made Obsolete By
LD-513	8-15-01	LD-515

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USDA/FSA

Prefix	Form No.	Edition Date	Form Title	Filename(s)	Stocked By	Unit Issue	Used By	WDC Directives	File Code 1/	Remarks
AD	495	09-00	Honor Awards Nomination	eAD0495.FML AD0495.PDF	Electronic Form	MP/8 Head to Head	All offices except counties	7-PM	N/A	This form was revised and is available electronically. Destroy stock dated 07-94. The PDF-Audio version will be forthcoming.
AD	893	08-20-01	Recommendation of Percent of Cropland to be Enrolled in CRP/WRP	eAD0893.FML	Electronic Form	Sheet	County Offices	2-CRP	N/A	This form was revised and is available electronically. Destroy old stock. PDF-Audio version will be forthcoming.
AD	1147	04-02-01	Public Transportation Benefit Program Application	eAD1147.FML AD1147.PDF	Electronic Form	Sheet	Headquarters employees	N/A	N/A	This form is new. This form replaces AD-2004, FFAS-13 and FFAS-13-A. The PDF-Audio version will be forthcoming.
AD	2004	09-05-00	USDA Public Transportation Benefit Program Application	nofile.htm	RPL/PDF	Sheet	Headquarters Employees	Notice PM-2020	N/A	This form is obsolete. Destroy all stock. This form was replaced by AD-1147.
CCC	185	08-20-01	Loan Application and Approval for Farm Storage and Drying Equipment Loan Program	eCCC0185.FML	Electronic Form	MP/2 Head to Head	County Offices	1-FSFL	N/A	This form was revised and is available electronically. The PDF-Audio version will be forthcoming.
CCC	697	08-20-01	Request to Lock in a Market Loan Repayment Rate	eCCC0697.FML	Electronic Form	MP/2 Head to Head	County Offices	8-LP	N/A	This form was revised and is available electronically. Destroy old stock. PDF-Audio version will be forthcoming.
CCC	Cotton A-5	07-27-01	Statement of Eligibility and Information Worksheet	eCCCcottona5.FML CCCCOTA5.PDF	Electronic Form	Sheet	County Offices	12-AO, 7-CN, 14-CN	N/A	This PDF-Audio form is now available electronically.
CRP	15	08-20-01	Agreement for Reduction of Bases, Allotments and Quotas	eCRP0015.FML	Electronic Form	Sheet	County Offices	1-TB(SCOAP), 9-TB (SCOAP), 10-TB(SCOAP), 12-AO, 5-PA, 1-CRP, 2-CM, 25-AS, 3-CM, 2-CRP, 1-COR, 2-DAP, 1-PF	CRP4	This form was revised and is available electronically. Destroy old stock. PDF-Audio version will be forthcoming.
CRP	15-1	08-20-01	Allotments and Quotas Extension Agreement	eCRP0015-0001.FML	Electronic Form	Sheet	County Offices	2-CRP	CRP4	This form was revised and is available electronically. Destroy old stock. PDF-Audio version will be forthcoming.

Note: Files saved in PDF Format must be opened in Adobe Acrobat Reader 3.0 (or greater) to print. The freely available Acrobat Reader does not allow you to save your completed form to disk.

1/ Filing codes pertain only to State and County Offices.

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Prefix	Form No.	Edition Date	Form Title	Filename(s)	Stocked By	Unit Issue	Used By	WDC Directives	File Code ^{1/}	Remarks
FFAS	13	05-09-00	Metropolitan Transit Promotion Program Application	nofile.htm	RPL/PDF/WP	MP/2 Hd to Hd	FSA, RMA, FAS in WDC only	Notice AS-2005	N/A	This form is obsolete. Destroy stock. This form was replaced by AD-1147.
FFAS	13-A	06-03-99	Metropolitan Transit Promotion Program MetroChek Certification Form	nofile.htm	RPL/WP	Sheet	FSA and RMA in WDC only	N/A	N/A	This form is obsolete. Destroy stock. This form was replaced by AD-1147.
FSA	669	05-31-01	OFFICIAL BALLOT for FSA Committee Elections	nofile.htm	KC Whse	Selfmailer	County Offices	15-AO	N/A	The 8-01-01 delivery was delayed due to a paper supply problem. Shipment has started to States in alpha order and will continue through 9-20-01. KC Whse will be last to receive.
KC	23	02-14-94	Time and Attendance Worksheet	KC0023.DOC KC0023.WPD	RPL/WP/DOC	Sheet	T&A Clerks	N/A	N/A	Re-released to fix calculated field formulas; no other changes made to content of form.
KC	230	02-08-90	Correction Document for Direct Input to Producer Payment History File	KC0230.DOC KC0230.WPD	RPL/WP/DOC	Sheet	SCFOD-SCPOB	N/A	N/A	Now available in Microsoft Word fillable format; no changes made to content of form.
KC	235	05-17-95	Warehouse Operators Invoice (Grain Charges)	KC0235.DOC KC0235.WPD	RPL/WP/DOC	Sheet	BCD-IMB, FOD	N/A	N/A	Now available in Microsoft Word fillable format; no changes made to content of form.
KC	237	03-27-00	Records Transmittal and Receipt	KC0237.DOC KC0237.WPD	RPL/WP/DOC	Sheet	SCFOD, APD, ASD, IMPD, CSACD, D&DOD, EOD, FOD, PD	1-DP		Now available in Microsoft Word fillable format; no changes made to content of form.
KC	244	06-07-85	NFOD Milk Warehouse Allocations	KC0244.DOC KC0244.WPD	RPL/WP/DOC	Sheet	D&DOD	N/A	N/A	Now available in Microsoft Word fillable format; no changes made to content of form.
KC	245	06-07-85	Daily NFOD Milk Purchases	KC0245.DOC KC0245.WPD	RPL/WP/DOC	Sheet	D&DOD	N/A	N/A	Now available in Microsoft Word fillable format; no changes made to content of form.

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KC	246	04-20-00	Lost, Stolen, Destroyed or Voided Checks Field Office Message	KC0246.DOC KC0246.WPD	RPL/WP/DOC	Sheet	FOD-COAB	N/A	N/A	Now available in Microsoft Word fillable format; no changes made to content of form.
KC	258	09-06-90	Communications Service Request	KC0258.DOC KC0258.WPD	RPL/WP/DOC	Sheet	All Divisions, TD-NAB	N/A	N/A	Now available in Microsoft Word fillable format; no changes made to content of form.
KC	262	04-26-62	Worksheet for Confirmation of Agreement to Exchange Commodities	KC0262.DOC KC0262.WPD	RPL/WP/DOC	Sheet	BCD	N/A	N/A	Now available in Microsoft Word fillable format; no changes made to content of form.
KC	263	8-20-01	Request, Receipt or Transfer of Personal Property or Facilities Service Request	KC0263.DOC	RPL/DOC	NCR Set/4	ASD, All Divisions	N/A	N/A	Revised form; destroy previous editions.
KC	264	06-07-88	County Office Administrative Expense Retirement Adjustment (CADE Entry)	KC0264.DOC KC0264.WPD	RPL/WP/DOC	Sheet	SCFOD-SCPOB	N/A	N/A	Now available in Microsoft Word fillable format; no changes made to content of form.
MISC	TSP-BK12	7-01	In-Service Withdrawal Book	nofile.htm	KC	Pamphlet		N/A	N/A	Revised publication; previous editions obsolete.
MISC	Unnumbered 4140	01-28-99	Performance Work Plan	e4140.FML 4140.PDF	Electronic Form	MP/4 Head to Head	FSA State Offices with no bargaining units and all FSA County Offices	Notice PM-2206		This form was reissued in OmniForm format. No revision to the content of the form was made.
MISC	Unnumbered 4140A	01-28-99	Opportunity to Improve	e4140-0000-A.FML 4140A.PDF	Electronic Form	MP/4 Head to Head	FSA, RD, NRCS	N/A	TBD	This form was reissued in OmniForm format. No revision to the content of the form was made.

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WPS	101-A		Length of Service Certificate (5 years)	nofile.htm	KC	Each	KC, Headquarters, States	N/A	N/A	Available from KC warehouse; refer to stock control no. 660 when ordering. For issuance to KCAO-PD, HRD-WDC or State Administrative Officers only.
WPS	102-A		Length of Service Certificate (10 years)	nofile.htm	KC	Each	KC, Headquarters, States	N/A	N/A	Available from KC warehouse; refer to stock control no. 661 when ordering. For issuance to KCAO-PD, HRD-WDC or State Administrative Officers only.
WPS	103-A		Length of Service Certificate (15 years)	nofile.htm	KC	Each	KC, Headquarters, States	N/A	N/A	Available from KC warehouse; refer to stock control no. 662 when ordering. For issuance to KCAO-PD, HRD-WDC or State Administrative Officers only.
WPS	104-A		Length of Service Certificate (20 years)	nofile.htm	KC	Each	KC, Headquarters, States	N/A	N/A	Available from KC warehouse; refer to stock control no. 663 when ordering. For issuance to KCAO-PD, HRD-WDC or State Administrative Officers only.
WPS	105-A		Length of Service Certificate (25 years)	nofile.htm	KC	Each	KC, Headquarters, States	N/A	N/A	Available from KC warehouse; refer to stock control no. 664 when ordering. For issuance to KCAO-PD, HRD-WDC or State Administrative Officers only.
WPS	106-A		Length of Service Certificate (30 years)	nofile.htm	KC	Each	KC, Headquarters, States	N/A	N/A	Available from KC warehouse; refer to stock control no. 665 when ordering. For issuance to KCAO-PD, HRD-WDC or State Administrative Officers only.
WPS	107-A		Length of Service Certificate (35 years)	nofile.htm	KC	Each	KC, Headquarters, States	N/A	N/A	Available from KC warehouse; refer to stock control no. 666 when ordering. For issuance to KCAO-PD, HRD-WDC or State Administrative Officers only.

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WPS	108-A		Length of Service Certificate (40 years)	nofile.htm	KC	Each	KC, Headquarters, States	N/A	N/A	Available from KC warehouse; refer to stock control no. 667 when ordering. For issuance to KCAO-PD, HRD-WDC or State Administrative Officers only.
WPS	109-A		Length of Service Certificate (45 years)	nofile.htm	KC	Each	KC, Headquarters, States	N/A	N/A	Available from KC warehouse; refer to stock control no. 668 when ordering. For issuance to KCAO-PD, HRD-WDC or State Administrative Officers only.

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